

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: EMERGENCY PLANNING ANALYST
(Security Analyst)

JOB REQUISITION: 2547

LOCATION: Statewide

OVERVIEW

The Emergency Planning Analyst (Security Analyst) will perform the full range of analytical tasks and coordinate specialized work in judicial branch emergency planning and security operations.

DEPARTMENT STATEMENT

Under the direction of the Executive Office, the ERS Unit is committed to ensuring the safety of all employees, court personnel, and public through a comprehensive emergency planning and security program that seeks to provide the highest level of protection for individuals, facilities, and property of the AOC and all California courts.

The ERS Unit provides the AOC and all court facilities with a comprehensive emergency plan and provides ongoing support to ensure constant preparedness for any emergency.

In addition to emergency preparedness, the ERS Unit provides the AOC and all court facilities with continuous security support to include security assessments, detailed reports that provide recommendations for improved practices, investigating threats made against judges and other judicial officers, coordinating security standards with local sheriff and other security departments, and serving as a resource for ongoing security issues and concerns.

RESPONSIBILITIES

- Conducts emergency planning and security-related surveys;
- Compiles, summarizes, and analyzes the results of surveys, prepares recommendations, and makes presentations to management;
- Develops recommendations and implementation plans for emergency planning and security programs;
- Drafts reports and other documents relating to emergency planning and security issues, procedures, and programs;
- Works with committee chairs and trial court staff to establish emergency planning and security guidelines and best practices;
- Analyzes requirements and formulates plans to meet customer's requirements;
- Produces specialized plans as required including special events and conferences;
- Assist trial and appellate courts in formulating and completing plans as required; and
- Conducts training sessions as required.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in criminal justice or business administration and three years of professional analytical or managerial experience in emergency management facilities, law enforcement or similar role that has involved program analysis, development, planning, and implementation.

Additional directly related experience may be substituted for the education on a year-for-year basis.

The Emergency Planning Analyst must be able to travel statewide and work evening and weekend hours as necessary. Possession of a valid California driver's license is required. Must be able to travel statewide approximately 50% of the time.

In addition to the minimum qualifications listed above, the ideal candidate will possess the following knowledge and abilities:

KNOWLEDGE OF:

- Principles and practices of emergency and security plans;
- Principles and techniques of project management;
- Natural and man made disaster response providers and plans;
- Principles of plan formatting, printing requirements, and plan maintenance; and
- Problem-solving and conflict resolution methods and techniques;

ABILITY TO:

- Use initiative and independent judgment within established procedural guidelines;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Analyze, organize, and administer programs and projects;
- Gather data, analyze findings, reason logically, and prepare analytical reports, plans, and recommendations;
- Produce complete disaster and security plans; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

HOW TO APPLY

This position is open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities Mgmt", and search for Job Req. #2547, Emergency Planning Analyst. This position requires the submission of our official application.

OR

To request a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688

415-865-4272 Telecommunications Device for the Deaf this position will remain open until filled.

PAY AND BENEFITS

SALARY RANGE FOR SAN FRANCISCO:\$5,325 - \$6,471 per month

(Starting salary will vary between \$5,325 - \$5,858 per month)

SALARY RANGE FOR SACRAMENTO:\$5,051 - \$6,139 per month

(Starting salary will vary between \$5,051 - \$5,556 per month)

SALARY RANGE FOR BURBANK:\$5,175 - \$6,290 per month

(Starting salary will vary between \$5,175 - \$5,693 per month)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer